

**MISSION STATEMENT**

*The mission of the Housing and Community Development Division is to provide Community Development Block Grant (CDBG) and HOME Program funding to municipalities and other subrecipients not eligible for direct United States Department of Housing and Urban Development (HUD) funding so they can develop viable communities and to primarily benefit low and moderate income people.*

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
REGULAR MEETING  
JANUARY 11, 2017**

**MINUTES**

**MEMBER OR ALTERNATE**

**REPRESENTING**

**\*\*\*\*\*PRESENT\*\*\*\*\***

Eric Orsborn	Buckeye
Roy Delgado	El Mirage
Fernando Fernandez	Gila Bend
Sharolyn Hohman	Goodyear
Joe Sanchez	Guadalupe
Albert Mendoza	Tolleson
Rui Pereira	Wickenburg
Dorena Mello	Youngtown
Marshall Hunt	District 2
Neil Rifembark	District 3
Tony Gutowski	District 3
Ed Kientz	District 4
Ira McCullough	District 4

**\*\*\*\*\*ABSENT\*\*\*\*\***

Jacki Taylor	District 1
Nancy Marion	District 2
John Gomez	District 5

**\*\*CD STAFF PRESENT\*\***

Rachel Milne  
Carl Morgan

1. **CALL TO ORDER**

Chair Sharolyn Hohman called the meeting to order at 6:30 PM.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM**

Carl Morgan took roll call. 11 members were present and a quorum was established. Two additional members arrived after the roll call.

3. **MINUTES OF OCTOBER 12, 2016 MEETING**

The draft minutes were amended to correct item 4, changing Rui's last name to Pereira. Rui Pereira made a motion with a second by Eric Orsborn to approve the amended October 12, 2016 meeting minutes. The motion passed unanimously by voice vote.

4. **GOODYEAR CANADA VILLAGE LIGHTING – REQUEST FOR PROJECT EXTENSION**

City of Goodyear Planner II Alex Lestinsky and Planning Manager Katie Wilken presented Goodyear's request to approve a revised implementation schedule for the Lighting project. The first 4 tasks have been completed. Delays have included coordinating with APS, including more efficient fixtures in the design, and coordinating with the replacement of the playground equipment. The City didn't submit an application this year to focus on completing their existing projects.

Discussion by CDAC members, Alex, and Katie included:

- Goodyear and the contractor are confident that the revised completion deadline will be met. The construction contract has been signed and materials have been ordered.
- The revised timeline isn't expected to impact the County's compliance with the 1.5 rule for timely expenditure. Goodyear has agreed to submit reimbursement requests before the April expenditure deadline.

Roy Delgado moved to approve the revised implementation schedule for the Canada Village Lighting project with a strong suggestion that all bills be submitted to the County by April 28. Following a second by Eric Orsborn and a brief discussion by CDAC, the motion was approved unanimously.

5. **REVIEW OF 2017-18 URBAN COUNTY CDBG FUNDING REQUESTS**

The County received 8 CDBG applications. Following staff review and revisions to some of the applications, all the applications have been forwarded to the CDAC for their consideration. The applications were emailed to the CDAC, with paper copies of the applications provided upon request. Committee members can still request paper copies of the applications.

Each application package includes the application form and a status letter from the County. Pictures, a map, and a cost estimate are also included as appropriate. The status letter includes questions and/or clarifications from staff. All applicants responded to any questions in the letter by revising their application to address the issue. The applications provided to CDAC are the revised versions that include any changes requested in the status letter.

City of Buckeye – Water Infrastructure: \$689,000 is requested to replace water lines along 4 streets in the downtown area. The streets are in a residential area with several vacant lots. This is the first waterline project for Buckeye in several years.

City of El Mirage – A Street Improvements: \$554,480 is requested to reconstruct A Street between Thunderbird Rd. and Myer Lane. The City has submitted 2 applications. This application is rated as priority 1 of the 2 applications.

City of El Mirage – Fire Truck: \$200,000 is requested to purchase a replacement Fire Truck - pumper. The existing truck has reached the end of its useful life. Committee questions included asking if purchasing a used truck has been considered. It was considered by the City, and a new truck is being requested so that it meets all the current safety and other standards. The City also confirmed that Surprise is contributing to the project due to part of Surprise being in El Mirage Fire's primary service area. This application is rated as priority 2 of the 2 applications.

Town of Gila Bend – Water Meter Replacement: \$326,385 is requested to purchase and install smart technology water meters throughout the residential areas of Town. Properties located in a floodway would not be included. The Town has committed to complete the additional review process needed to replace meters for properties within a 100 year floodplain. Committee questions include if the meters will be impeller or flow through type.

Town of Guadalupe – Pavement Replacement Phase VI: \$394,375 is requested to reconstruct four residential streets. The Town has assessed the condition of all the streets and now has a street maintenance plan in place. Committee questions included if the project includes installing ADA ramps or sidewalks. The Urban County CDBG program has funded sidewalk projects in Guadalupe in the past. These streets do have sidewalks. New ADA ramps aren't included in this project.

City of Tolleson – Lot Purchase and Demolition: \$298,000 is requested to fund the acquisition of 4 residential lots with dilapidated, unoccupied structures; clear the lots and prepare them for construction of new single family homes. The new home construction isn't included in this project. Dilapidated structures are identified as one factor in the City's Redevelopment Plan.

Town of Wickenburg – Jefferson Waterline: \$263,350 is requested to replace the existing waterline in Jefferson Ave. between Apache and Yavapai streets. This is the 3<sup>rd</sup> phase of the Town's water replacement project. Questions included how many phases will be in the overall project, and when will it be completed. Carl responded that the overall project started on one side of Wickenburg Way and has progressed to the other side of the street. The project covers a large area that will take many years to complete. Rui Pereira noted that the water lines in this area are from the 1950's and 60's. The Town had 2 waterline breaks in this area this month.

Town of Youngtown – Sidewalk Improvement: \$1,000,000 is requested to install new sidewalks throughout the Town. Two maps in the application package show the proposed locations of the new sidewalks throughout the Town. The project is scale-able if full funding isn't available.

The Committee's allocation process was discussed.

- The amount of funding available for next year is unknown at this time. In some years the amount is known by the time CDAC makes their funding decisions. And in some years the committee has to make a decision based on estimates and have a back-up plan. Maricopa County indicated that level funding is expected, around \$2.2 million for these proposals.
- The committee decided on 3 minute presentations with 5 minutes of questions from the CDAC, the same as last year.

- Questions during the presentations should come from CDAC members only.
- CDAC member scores will be due to Maricopa County by 2/1/17 at 5 pm. Committee members were asked their preference of paper or electronic copies of the scoresheets.
- Dorena explained that there has been a gentleman's agreement in place regarding big projects. If funded for a large project one year, the municipality typically doesn't apply the following year. A summary of projects funded over the past 5 years will be provided to CDAC.

**6. SELECTION OF PROJECTS FOR JANUARY 18 CDAC SITE TOUR**

The Committee discussed if the CDAC wanted to have site tours for the current applications. Committee members stated that the tours were very effective for applications for services. The CDAC decided to not have formal site tours as part of the 2017-18 CDBG allocation process.

**7. STAFF AND CDAC MEMBER ANNOUNCEMENTS**

Staff reaffirmed that there will be no site tours on Wednesday, January 18. The January 25 meeting will include presentations by the CDBG applicants.

Margaret Chittenden stated that she is sorry that we don't have the public services this year. Circle the City and Gila Bend provided excellent tours.

**8. OPEN CALL TO PUBLIC**

No members of the public asked to address the Committee.

**9. ADJOURNMENT**

Having no further business before the Committee, the meeting was adjourned at approximately 7:35 PM.

Respectfully submitted,  
Carl Morgan  
Recording Secretary